

MINUTES

SPECIAL MEETING OF THE PLAN COMMISSION OF THE TOWN OF POLK

POLK TOWN HALL 3680 Hwy 60, Slinger, WI. 53086

7:30 PM Wednesday, August 17, 2016

Approved 9.6.2016

I. Call meeting to Order. The meeting was called to order by Chairman Albert Schulteis at 7:30PM. The Pledge of Allegiance was recited.

- A. Official Meeting Notification. Chairman Schulteis reported that the notice of the meeting was sent to the West Bend Daily News, the Hartford Times Press, WBKV, WTKM, Milwaukee Journal Sentinel, and posted at the Town Hall, Roskopf RV Center, and Cedar Lake Hills bulletin boards.
- B. Roll Call. Present: Chairman Albert Schulteis, Supervisor Robert Roecker. Members Jeffrey Fehring, Karen Reiter, William Whitney, Dennis Sang. Mark Peters. Zoning Secretary, Tracy Groth. Visiting Supervisor, Theodore Merten.
- C. Silent Prayer. Chairman Schulteis asked for a Moment of Silent Prayer.
- D. Public Comment: NONE.

II. Unfinished Business – NONE

III. New Business: Review/Action

- A. Amendment to 2035 Comprehensive Plan. Focus on definition of Mixed Use category. Workshop.

*The Commission discussed potential amendment of the Town 2035 Comprehensive Plan and Planning Map.
- See attached Workshop Checklist Sheet. Exhibit A*

- B. *Amendment to Town of Polk Zoning Ordinance. Address questions submitted by SEWRPC. Workshop.
The Commission discussed potential amendment of the town Zoning Ordinance.
- See attached Workshop Checklist Sheet. Exhibit B*

V. Adjourn. Dennis Sang moved to adjourn the meeting. William Whitney seconded the motion. All voted in favor and the motion carried. The meeting adjourned at 8:55PM.

Respectfully submitted:

**Tracy Groth
Zoning Secretary**

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EXHIBIT A

THE PLAN COMMISSION REVIEW/WORKSHOP

POTENTIAL 2035 COMP PLAN AMENDMENT

CHECKLIST *(as completed by the Plan Commission)*

I. Review the draft definition for Mixed Use – Residential and Mixed Use

PROPOSED DEFINITION: Mixed Use – Residential/Commercial. A category on the land use plan map that would allow a parcel so designated to be zoned to accommodate a residential, business, institutional, or park use. The Mixed Use – Residential/Commercial category must be located in a sewer service area which existed prior to September 1, 2016. Industrial Use would not be allowed on parcels designated as Mixed Use – Residential/Commercial. All rezonings to the R-?*, B-1, M-1, I-1, or P-1 district would require approval by the Town Board.

- ***What type of residential zoning is appropriate in a Mixed Use – Residential /Commercial category?***
 - Single Family? *Consensus of the Commission is that Single Family Residential is appropriate in mixed use – residential/commercial category.*
 - Duplex? *Consensus of the Commission is that Two Family Residential is appropriate in mixed use – residential/commercial category.*
 - 3+ Family Unit? *Consensus of the Commission is that Multi Family Residential is appropriate in mixed use – residential/commercial category.*
- ***The Mixed Use – Residential category must be located in a sewer service area.***

The consensus of the Commission is the Mixed Use – Residential Category must be located in a sewer service area.
- ***The sewer service area must have existed prior to September 1, 2016. This date was added because there is potential for some non-sewer service areas in Section 12 to become sewer service areas in the future without annexation. Does the Plan Commission wish to adopt this portion of the definition?***

The consensus of the Commission is that the above statement should NOT be included in the definition of the definition of Mixed Use.
- ***M-1 Industrial Use is not an appropriate use in the Mixed Use Residential/Commercial category.***

The consensus of the Commission is that M-1 Industrial would not be an appropriate use in the Mixed Use Residential/Commercial category.

CURRENT DEFINITION: Mixed Use: A category on the land use plan map that would allow a parcel so designated to be zoned to accommodate a business, industrial, institutional, or park use. All rezonings to the B-1, M-1, I-1, or P-1 district would require approval by the Town Board.

- Does the Plan Commission recommend any amendments to the current Mixed Use category definition? *The Commission does not recommend any changes to the current definition of Mixed Use.*

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II. Review Planning Map

- Which parcels would the Plan Commission designate as “Mixed Use- Residential/Commercial?
The consensus of the Commission is that the parcels in the proposed development by Thomas Timblin would meet the definition of a new Mixed Use – Residential/Mixed Category. However, should the new definition be adopted, the designation of those parcels should be considered by Petition by the developer.

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EXHIBIT B

POTENTIAL ZONING ORDINANCE AMENDMENTS

SEWRPC has begun the work of assisting the Town with a first draft of a Multifamily Residential District Ordinance and PUD District Overlay to potentially be considered by the Plan Commission. Below is a starting point for development of the language of those Ordinances. The Commission will provide feedback on the framework below and offer concurrence or suggest amendments to same. The Plan Commission is NOT approving an ordinance or petition to amend the Ordinances at this point. This is a workshop to provide feedback to SEWRPC on a potential change to the Zoning Ordinance. This is only a starting point. There will be many other issues to address as the potential ordinances are developed. At some point in this process we will also address Community Living Arrangements (IE: CBRF)

Multifamily Residential Zoning

- Allow Multifamily Residential District (3+ unit per building). *Consensus of the Commission is to ALLOW.*
- Multifamily Districts must be sewerred. *Consensus of the Commission is the district SHALL be sewerred.*
- Multifamily zoning would be listed in the ordinance as a "conditional use". No Permitted Uses in the district. *Consensus of the Commission is all uses in the multi-family district are conditional uses.*
- The maximum density would be 10.9 dwelling units per acre*. *The consensus of the Commission is that 10.09 dwelling units per acre is an appropriate density for a multi-family district [3+ family unit].*
- Minimum lot size would be 15,000 sft and not provide less than 4,000 square feet per dwelling unit [Example: A 24 unit building would require a minimum lot size of 2.2 acres. A 48 unit building would require a lot size of 4.40 acres]. *Consensus of the Commission that minimum lot size would be 15,000 sft and not provide less than 4,000 square feet per dwelling unit*
- Building Setbacks* The consensus of the commission is that the setbacks below are appropriate in the potential district.
 - o Rear: 25 feet.
 - o Side: 25 feet
 - o Front: 25 feet from ROW.
 - o Shoreland of 75 from the highwater elevation of any navigable water shall be required.
- Building Height: 40 FT
The Consensus of the Commission is that 35 feet would be the preferred maximum height however, increased height may be considered in a PUD District. This option will be explored with SEWRPC.
- Floor Areas*
 - o Minimum 650 sft for a one bedroom. 900 sft. For a two bedroom.

The Consensus of the Commission is a one bedroom and/or efficiency apartment minimum floor area shall be 750 square feet and that the minimum area for a two bedroom apartment shall be 950 square feet.

*Based on the Town of Addison Ordinance

PUD District Overlay

- The following uses would be allowed in the PUD district
 - o If created, Multifamily Residential District. The consensus of the Commission is that all residential districts would be allowed in the PUD District.

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- Business. *The consensus of the Commission is Business, Institutional, and Park uses would be allowed in the PUD overlay district.*
 - Institutional
 - Park
- The PUD District overlay would allow a mix of the above listed uses including Multifamily. The consensus of the Commission is to allow a mix of the above listed uses in the overlay district including all residential uses.
- The Overlay would not allow a single use of Multifamily Residential .
The consensus of the Commission is the Overlay District must be a mix of permitted uses and not exclusively residential uses.